



Assistant Teacher

Reports to: Center Director
Schedule: Full Time / 40 hours/week
Flexible Schedule
Classification: Non-Exempt

Summary

Assistant Teacher provides support to the Lead Teacher to provide a successful, safe and supervised educational setting for children while they are at the Prairie Pines Child Care Center (classroom, playground, and field trips).

Duties and Responsibilities

- Supervise and monitor children at all times; respond appropriately to crisis or emergency situations that may occur.
- Assist with development of lesson plans and implementation of curriculum. Assist with adaptations to address / meet individual needs for children. Follow a consistent schedule.
- Create and maintain respectful partnerships with families.
- Participate in ongoing recruitment of families for the program.
- Communicate frequently with other staff; promote teambuilding within the classroom / center; participate in classroom meetings; assist other staff in classroom with duties, including daily cleaning.
- Develop an understanding of local, state and federal regulations that guide PPCC, including MN state licensing guidelines; center policies and procedures, including the Code of Ethical Conduct.
- Prioritize and plan work activities, using time efficiently and effectively.
- Attend required meetings and training as needed or required to enhance expertise and professionalism at PPCC and to fulfill job requirements.
- Perform all other duties as assigned by Center Director.

Education and Experience

- Must be at least 18 years old
- Have or be able to obtain First Aid / Pediatric and Adult CPR certification
- MN state licensing requirements of an Assistant Teacher include a variety of combinations, other combinations can be reviewed upon application in consultation with MN Department of Human Services:
 - High School Diploma or GED + 2,080 hours as assistant teacher + 12 credit hours
 - MN License as a family / group family day care provider + 2,080 hours providing licensed day care + 12 quarter credits
 - MN Technical Institute certificate of Child Development Assistant + 520 hours as assistant teacher

- 2 years full time postsecondary education from college / university + 1,040 hours as an aide or student intern + 9 quarter credits
- Valid or Renewable Center CDA (Child Development Associate) for appropriate age
- 2 year degree / credential in child development or early childhood education
- Bachelor degree in any field
- License from MN Department of Children, Families and Learning as Prekindergarten Associate
- **Infant Room Assistant Teacher only** may be an RN or LPN

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required to do so:

- Reliable, regular attendance.
- Flexible schedule to accommodate needs for program services, including some evenings, or possibly weekends.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work. Frequent problem solving abilities.
- Excellent communication skills from verbal communication with parents and team members, to written communication for parent updates and completing necessary paperwork.
- Good crisis management, being able to remain cool and composed in a crisis.
- Experience with young children.
- Understanding of local, state and federal child care regulations / statutes.
- Ability to supervise and monitor children to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and the community.
- Ability to maintain the integrity of confidential client information.
- A positive ambassador of Prairie Pines Child Care Center and its mission. You represent the center by your actions and by your language.
- Display a positive, professional and respectful demeanor at all times toward team members and families served , following PPCC Code of Conduct..
- Pass a background check prior to hire.
- Valid driver's license and ability to be insured.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the Assistant Teacher is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include: close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings, the ability to hear young children in the classroom and/or on playground.

Work Environment

The Assistant Teacher will be located primarily in a classroom, as a member of a team. A work area will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by their supervisor / Board of Directors. All requirements are subject to change over time.